

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Computerized Office Essentials

2013

COE2 Curriculum Modification for 2013-14

Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_woodstockoxford_compofficeessentials_documentation

follow up

Tom
✓ sent email
Jan 11/13

Course/Program Curriculum Changes: Principles

| | | |
|-------------------------|-------------------------------------|--|
| Program Title: | Computerized Office Essentials - CE | |
| Program Alpha & Number: | COE 2 | |
| Effective Catalog Year: | 2013/14 | |
| Late Request: | | |

Reviews are likely to be a response to currency, flexibility and access issues. This review should:

- Clearly describe the reasons for and benefits of the change;
- Answer the questions regarding the effects of the changes – see Program/Curriculum "Rationale"



Note: The Faculty Dean must approve the changes at this point before any further work is to be done. Part of this approval will require that program mapping has been completed – see Note for #2 and #3 below. It may also require VPA's Office approval if significant changes are being proposed.



Changes must be to the benefit of the student with no disadvantages; therefore, if courses needed to complete the program are no longer offered, the School must develop a viable pathway to graduation.



Quality assessment of existing programs is achieved through continuous monitoring by the program team.



Reviews validate that the program learning outcomes are relevant/current and that they continue to be met by the graduation requirements in the program.



The essence of a program is represented in its learning outcomes; the graduation requirements identify the courses & activities whose successful completion is necessary to the mastery of the learning outcomes.



Process should be lean – no unnecessary new steps.



Once students start a program in a specific catalog, no changes to that degree audit may be made, e.g., a course change is proposed for third level. December 1st, 2010 for 2011/2012 catalogue means the new course would not be delivered until September 2012.



Changes must be documented – retained by the School as well as archived with the Office of the Registrar.



Communication of changes must be made to all affected stakeholders.

Comments:

Chg in Credit weight will impact GPA calculation
- What is happening to group 2 courses? - appears 2 are being removed? → See new note in rationale *
How can this type of program be all lecture + not have some lab?

Recommended for Approval



Yes



No

Signature

Jacy Gedeis

Date

Feb 4/13

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st each year for changes to be implemented for the following September intake. All changes require the approval of the Dean and possibly the VPA's Office, if significant.

REMINDER: We need to ensure that changes are made properly and in a timely manner to: maximize student success; optimize employment preparation; meet all quality and integrity responsibilities to MTCU, PQAPA and our Board of Governors; and meet community expectations.

- ➔ The **Program/Curriculum "Rationale for Changes"** should be completed using this template and all areas must be completed. An electronic copy of this document should be submitted to the Registrar's Office.
- ➔ The Dean/Chair responsible for the program should consult with other affected schools and obtain the appropriate sign-offs on a paper copy of this document. Once all consultations and sign-offs have occurred, the paper copy should be submitted to the RO
- ➔ Course Request Forms must also be submitted electronically to Strategy and Planning for all new courses. These will be forwarded to Scheduling following approval of the changes by the Dean and possibly the VPA's Office.

1.0 Program Requiring Changes

| | | |
|-------------------------|--------------------------------|--|
| Program Title: | Computerized Office Essentials | |
| Program Alpha & Number: | COE2 | |
| Effective Catalog Year: | 2013-2014 | |

Please answer each of the questions below, if applicable. Missing or incomplete information may delay approval and/or implementation of the proposed changes.

2.0 Rationale for Changes

2.01 Provide a brief description of the reasons for the proposed changes.

The course credit hours were setup as labs and they should have been lecture. The changes are to correct this error.

* Windows XP and Vista courses are now outdated technology no longer supported by the college TSP

2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue) This is in response to Program review.
- How will changes affect student learning and success? (describe evidence to support this) None
- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications) None
- How will changes affect the flow of the program? None

2.03 Relationship of Program to Industry

- How do changes reflect trends in the field or in industry? (Provide data regarding industry and/or professional trends.) No change to the type of course being offered.

2.04 Program Learning Outcomes

- How do the changes align with Ministry outcomes? (Provide a copy of the completed program map indicating gaps/overlaps that are being corrected) No changes are being made

in this area.

2.05 Relationships with Other Fanshawe College Programs

- Is this course in a ladder program or part of any other Fanshawe College program? No

2.06 Relations with Other Post-Secondary Programs

- How will the changes affect transfer agreements with other post-secondary institutions? None
- What discussions have been initiated with these institutions regarding the changes? None

2.07 Changes on Fit of Program with general College Requirements for Programs

- How do changes affect the fit of the program with the College's strategic plan, program mix, general education requirements, marketing? They do not
- Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.) Yes

3.0 Consultation Regarding Proposed Changes

3.01 Consultation With Program Advisory Committee

- Indicate feedback from the program advisory committee regarding the changes. None

3.02 Consultation With Other Programs/Schools/Services

- What programs/schools/services have been consulted? None
- What feedback and suggestions have been offered through consultation? Program review of

changing the credit value to lecture.

4.0 Resource Implications of Proposed Changes

4.01 Staffing

- Outline all staffing consequences, both for the program and related areas. None

4.02 Services

- Outline all consequences on other areas. None

4.03 Space or Technology Requirements

- Outline how changes affect space and/or technology requirements. None

4.04 Budgetary Implications

- Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required) None
- Outline changes to materials fees. None

Approvals: Chair of School and Dean of Faculty; possibly VPA's Office, if significant

☒ Approved

☐ Not Approved / Requires Changes

Tom R. [Signature]
Chair of School/Campus (signature)

Nov 26/12
Date

[Signature]
Dean of Faculty (signature)

Nov 28/12
Date

Chair of Servicing School, if required (signature)

Date

Vice-President, Academic, if required (signature)

Date

RECEIVED

NOV 30 2012

REGISTRAR

Degree Audit Report

Catalog: 2013/2014

Program: COE2
Department: BMG - Continuing Education
Academic Level: CE
CCD: 6 - Locally Determined-Min 300 Hrs

Name: Computerized Office Essentials

Grade Scheme: LG2
Major: COE2 - Computerized Office Essentials
Co-Op Indicator: N/A

Div: CED - Centre for Community Education**Academic Program Requirement**

Total Credits: 13.50- 22.0
GPA Requirement: 2.000
Minimum Grade: D

Residency Reqmt: 4.00- 6.0
Residency Reqmt GPA: 2.000

Academic Requirement: COE2.13 Computerized Office Essentials

Major: COE2
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:
 Group 1

| | | Total Hours | Total Credits | GE |
|----------------------------|-------------------------------------|------------------------|--------------------------|------------|
| COMP-1359 | Keyboarding Essentials | 15.00 | 1.00 | |
| COMP-1065 <u>1460</u> | PC Hardware & File Management | 24.00 | <u>1.00</u> | <u>2.0</u> |
| COMP-1246 <u>1461</u> | Wordprocessing With Word | 30.00 | <u>1.00</u> | <u>2.0</u> |
| COMP-1247 <u>1462</u> | Spreadsheets Using Excel | 30.00 | <u>1.00</u> | <u>2.0</u> |
| COMP-1248 <u>1463</u> | Database With Access-Intro. | 30.00 | <u>1.00</u> | <u>2.0</u> |
| COMP-1066 <u>ACCT-1094</u> | Computerized Accounting | 50.00 | <u>1.50</u> | <u>3.0</u> |
| COMP-1075 <u>1464</u> | Outlook - Level I | 15.00 | <u>0.50</u> | <u>1.0</u> |
| COMP-1068 <u>1465</u> | Desktop Publishing and Presentation | 36.00 | <u>1.50</u> | <u>3.0</u> |
| COMP-1076 <u>1466</u> | Integrating Microsoft Office | 30.00 | <u>1.00</u> | <u>2.0</u> |

Group 2

Take COMP-1406 COMP-1155 or COMP-1436

| | | Total Hours | Total Credits | GE |
|-----------------------|--------------------------|------------------------|--------------------------|-----------|
| COMP-1406 | Windows-Vista | 30.00 | 2.00 | |
| COMP-1155 | Windows XP | 30.00 | 2.00 | |
| COMP-1436 <u>1467</u> | Windows <u>X</u> | 30.00 | 2.00 | |

Group 3

TAKE MGMT-1166 MGMT-1111 OR MGMT-1194

| | | Total Hours | Total Credits | GE |
|-----------|---|------------------------|--------------------------|-----------|
| MGMT-1166 | Customer Service & Office Etiquette | 30.00 | 2.00 | |
| MGMT-1111 | Customer Service Excellence | 30.00 | 2.00 | |
| MGMT-1194 | Building&Maintaining Customer Relations | 48.00 | 3.00 | |

Subrequirement: Check Residency

Students Must Complete a Minimum of 4 of the Program
 Credits at Fanshawe to meet the Residency Requirement and
 Graduate from this Program.

Degree Audit Report

Tom P. Allen
Approved By Chair/Manager:

[Signature]
Approved by Dean:

General Education Approved By(as appropriate):

DNB NOV 26/12
Department and Date:

Nov 25/12
Date:

Date:

TJ
Feb 4/13